



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**

**October 19, 2006**

**8:00 A.M.**

South Florida Workforce Investment Board Headquarters  
7300 Corporate Center Drive  
5th Floor - Conference Room 3  
Miami, Florida 33126

**AGENDA**

1. Call to Order and Introductions
2. Approval of Minutes of the August 17, 2006, Board Meeting
3. Finance Report
4. Executive Director's Report
5. SFWIB Committee Structure
6. Action Items

**Funding Items:**

- A. Approval of an Allocation of Funds to Miami Dade College for the Administration of Take Stock in Children Program
- B. Approval to Accept and Allocate Florida *reBuilds* Funds
- C. Approval of Refugee Employment and Training Services Program Allocations
- D. Approval to Accept and Allocate Reemployment and Eligibility Assessment (REA) Funds
- E. Approval of Additional Funding for Youth Co-Op, Inc. and SER Job for Progress, Inc. Employment & Training Services for Program Year 2006-2007

**Policy and/or Administrative Items:**

- F. Approval of Granting Staff the Authority to Draft and Release a Refugee Employment and Training Services RFP for Specified Geographic Areas
- G. Approval of Informal Resolution Conference Results
- H. Approval of Approved Training Agents New Programs
- I. Approval to Revoke and Cancel in Whole the Request for Qualifications (RFQ) for the Procurement of Mystery Shopper Services
- J. Approval to Rescind City of Miami Police Athletic League (PAL) Board Action
- K. Approval of Granting Staff the Authority to Draft and Release a Request for Proposal for Youth Crime Prevention and Career Exploration
- L. Approval of SFWIB Nondiscrimination and Equal Opportunity Policy

"Section 445.007 (1), Florida Statutes states that: "If the regional workforce board enters into a contract with an organization or individual represented on the board of directors, the contract must be approved by a two-thirds vote of the entire board..." Regardless of whether or not you will be attending the meeting of the South Florida Workforce Investment Board, please contact and advise the staff of SFWIB of any such item appearing on the foregoing agenda as soon as possible and prior to any such item being brought before the Board for discussion or vote or both. Thank you for your cooperation and assistance."

South Florida Workforce Investment Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.



2.

**South Florida Workforce Investment Board**

**October 19, 2006**

**MINUTES OF SOUTH FLORIDA WORKFORCE  
INVESTMENT BOARD MEETING OF AUGUST  
17, 2006**

SOUTH FLORIDA WORKFORCE INVESTMENT BOARD MEETING

August 17, 2006, 8:00 A.M.

South Florida Workforce Headquarters

7300 NW 19 Street, Suite 500

Miami, FL 33126

<b>SFWI BOARD MEMBERS IN ATTENDANCE</b>	<b>SFWI BOARD MEMBERS NOT IN ATTENDANCE</b>	<b>SFW STAFF</b>	<b>OTHER ATTENDEES (CONT.)</b>
<ol style="list-style-type: none"> <li>1. Abbate, Kathryn</li> <li>2. Adrover, Bernardo</li> <li>3. Barsell, Debra</li> <li>4. Buttacavoli, Mayra D.</li> <li>5. Carollo, Frank</li> <li>6. Cerezo, Luis</li> <li>7. Chi, Joe</li> <li>8. Corradino, Joseph M.</li> <li>9. Datorre, Roberto</li> <li>10. DuBois, Victoria (Non-voting)</li> <li>11. Fils-Aime, Sr. Daniel</li> <li>12. Freedman, Anne B.</li> <li>13. Gaber, Cynthia</li> <li>14. Giles, Regina M.</li> <li>15. Hernandez-Hendrix, Dr. Nora</li> <li>16. Manning Anne</li> <li>17. Manrique, Carlos A.</li> <li>18. Margolis, Edward</li> <li>19. Marinelli, Frederick H.</li> <li>20. Millan, Jorge</li> <li>21. Perez, Andres M.</li> <li>22. Rivas, Eduardo</li> <li>23. Roth, Thomas</li> <li>24. Russo, Monica</li> <li>25. Talbert, William</li> <li>26. Socorro, Ivonne</li> </ol>	<ol style="list-style-type: none"> <li>27. Acosta, Jose</li> <li>28. Blacher, Jeffrey, W.</li> <li>29. Brewster, Alphonso</li> <li>30. Carpenter, Willie</li> <li>31. Castellanos, Ray</li> <li>32. Clemmons, Kerry</li> <li>33. Diggs, Bill</li> <li>34. Ferradaz, Gilda</li> <li>35. Frost, Fred</li> <li>36. Johnson, Barry E.</li> <li>37. Regueiro, Maria C.</li> <li>38. Rodriguez, Pedro</li> <li>39. Riley, William</li> <li>40. Roberts, Alvin W.</li> <li>41. Rosemond, David A.</li> <li>42. Rucker, Clyde</li> <li>43. Talbert, Gregg</li> <li>44. Tomas, Mike</li> <li>45. Wiedman, Holly</li> </ol> <p><b>Legal Counsel</b></p> <p>Tell, Peter, Assistant Miami-Dade County Attorney</p>	<p>Beasley, Rick Alfonso, Madelin Diaz, Arlene Glancy, Anne Grant, Teresa Kistner, Ken Morgan, Myria Smith, Marian Soto, Roxanne Uptgrow, Madalyn Walker, Don</p> <p><b>OTHER ATTENDEES</b></p> <p>Acosta, Octavio, AARP/SCSEP</p> <p>Bajic, Bujan, Youth Co-op, Inc.</p> <p>Battle, Jorge, Arbor Education &amp; Training</p> <p>Brown, Delphine, Jobs for Miami</p> <p>Cela, Jose, SER-Jobs</p> <p>Cepeda, Margarita, Unidad of Miami Beach</p> <p>Cordoba, Manny, SER-Jobs</p> <p>Harris, Carla, Heaven Sent Consultants</p> <p>Lariview, Ruben, CHS</p> <p>Llerena, Luis, CBT</p> <p>Gaviria-Lopez, Beatriz, SER-Jobs</p> <p>Menendez, Mirizza, Unidad of Miami Beach</p>	<p>Milian, Dalia - City of Hialeah Milian, Delia - City of Hialeah Pichardo, Jorge, Youth Co-op, Inc.</p> <p>Ramirez, Maggie, City of Hialeah</p> <p>Ramos, Marilyn, AARP/SCSEP</p> <p>Roberts, Lynda, Miami Police Athletic League (PAL)</p> <p>Robinson, Neill D., Jobs for Miami</p> <p>Rodriguez, Maria, Youth Co-op, Inc.</p> <p>Rodriguez, Nancy, Sullivan &amp; Cogliano Training Centers, Inc.</p> <p>Rosenbaum, Daryl, Arbor Employment &amp; Training</p> <p>Rutz, Darryl, Arbor Education &amp; Training</p> <p>Sanchez, Ophelia, Management Resources, Inc.</p> <p>Sante, Alicia, Youth Co-Op, Inc.</p> <p>Sayih, SGT. Jim, Miami Police Athletic League (PAL)</p> <p>Schillace, Lt. Joe, Miami Police Athletic League (PAL)</p> <p>Sidowski, Diana, Miami Police Athletic League (PAL)</p> <p>Tulloch, Edith, Arbor Employment &amp; Training</p> <p>Ventura, Lilliam, Arbor Employment &amp; Training</p> <p>Zeno, Miriam, SER-Jobs-North Miami Beach</p>

Agenda items are displayed in the order they were discussed.

## 1. CALL TO ORDER AND INTRODUCTIONS

Frank Carollo, SFWIB Chair, called the meeting to order at 8:40 a.m. without a quorum present and introductions were made.

Mr. Carollo reminded the members that if they feel that they may have a conflict on any of the items before the Board, they should step out of the room.

Mr. Carollo said that Item 3 would be taken up first, since there was no quorum at this time.

## 3. FINANCE REPORT

Rick Beasley, SFWIB Executive Director, reported on the Fiscal Year 2005-2006 self-closeout financial report ending June 30, 2006.

Mr. Carollo noted that there was no quorum present, Item 6 would be taken up next.

## 6. EXECUTIVE DIRECTOR'S REPORT

### Legislative Updates

Mr. Beasley provided an update on Legislative issues and indicated that in addition to the cuts that local workforce programs are facing next year, a \$325 million recession has been proposed in the FY 2007 Appropriations House Labor-HHS Education Bill.

The final PY'2006 funding allotments impacted Florida as follows;

- Funding for WIA was reduced from \$36,876,013 to \$32,244,452, a 12.56% reduction.
- Funding for WIA Youth was reduced from \$37,558,049 to \$32,232,987, a 14.18% reduction.

### Florida *reBuilds* Press Conference

Region 23 received a \$500,000 appropriation and a press conference with Miami-Dade County Mayor Carlos Alvarez, will be held on August 22, 2006, at the Little Havana Career Center beginning at 10:00am.

In addition, Lt. Governor Jennings is also expected to have a press conference in this Region for Florida *ReBuilds*; details will be forwarded when received.

### Grant Opportunities

The following grant opportunities were or are being initiated:

USDOL Advanced Manufacturing Grant-Award information is still pending

CHOICE Career Institute-Award information is still pending

Workforce Services for Targeted Groups Award information is still pending

Florida WIRED-Workforce Innovation in Regional Economic Development-pending submission

A lengthy discussion was held concerning the legislative report.

Andres Perez reported that many phone calls have been made throughout Florida and other states regarding the proposed legislation and their affect on ITAs. There is a concern that regional workforce Boards would be eliminated and there would be individual accounts created in the name of the individuals for workforce services.

He indicated that the US Conference of Mayors had sent a letter of support for more local control and that the National Governors Association had sent letters of support for more State control that differs from the President's proposal. He added that he would like to see letters from this Board as well as from some of the municipalities in support of the US Conference of Mayors item more local support and more flexibility on how we look at the workforce system.

Mr. Beasley indicated he would like to set up a meeting with the municipalities to discuss how to get the Mayor's to send letters to Congress.

Carlos Manrique asked for an opinion from Mr. Tell as to whether that was permitted.

Peter Tell, Assistant Miami-Dade County Attorney, read from the Interlocal Agreement "No lobbying or legislative activity of any kind in or before any body or person of any kind shall be undertaken by the SFWIB, any member of the SFWIB acting as such or any staff member of the SFWIB acting as such except by making legislative requests as a board to the Miami-Dade County Office of Intergovernmental Affairs as required by Miami-Dade County Ordinance #04-219 or as may be authorized in writing by said office from time to time."

Frederick Marinelli noted that each municipality has their own individual process for forwarding requests to the legislature.

Mr. Beasley noted that he wanted to meet with the Mayors to see how to move forward.

## **2. APPROVAL OF MINUTES OF THE JUNE 23, 2006, MEETING**

It was determined that a quorum was present.

Thomas Roth noted that he had left the room for item #4. Mayra Buttacavoli noted she had left the room for item #14A2 and that she had not postponed item #14A3. Dr. Nora Hernandez-Hendrix, Dr. Eduardo Rivas, Carlos Manrique, and Andres Perez noted that they each left the room for item #8.

Roberto Datorre moved approval as amended of the minutes of June 23, 2006. The motion was seconded by Frederick Marinelli and approved.

## **4. A. APPROVAL OF SFWIB BY-LAWS**

Mr. Carollo thanked the members of the By-Laws Task Force for the service of reviewing the By-Laws and presenting a finish product for consideration by the membership on this day.

A lengthy discussion was held concerning the By-Laws.

Roberto Datorre asked how the quorum is determined and Mr. Carollo replied that a quorum is a majority of the 44 voting members, which makes the quorum 23.

Mr. Marinelli asked why the Finance Committee and no other committees are standing committees. Mr. Tell responded that it is to provide maximum flexibility to the Chair and to the Board. Any changes would require that the By-Laws be approved. In addition, Mr. Tell noted that the Youth Council is not a committee or task force of the Board. It is a sub-group and there are procedures in the regulations and the Federal Statutes which would be addressed at a later meeting.

William Talbert asked how paragraph D on page 6 is different. Mr. Tell replied that the requirement to have staff notified of conflicts, even if not attending the meeting so that staff would be able to determine whether a voting quorum would be present.

Mr. Marinelli expressed his concern that the Board would not be able to approve contracts by two-thirds of the total number of members.

Mr. Tell said that this is a voting concern, not a conflict concern, and that discussions were held with the State before the draft was prepared. Mr. Marinelli asked if individual votes could be made by each municipality.

Mr. Tell noted that if the board enters into a contract with an organization represented on the SFWIB, the contract must be approved by a two-thirds vote of the members appointed.

Concern was expressed that the Board would not be able to operate.

Mr. Carollo asked if the By-Laws could be ammended without taking it back to the Task Force. Mr. Tell noted that even if the language is deleted it would still be in the State Statutes and the law of the State of Florida.

Ms. Buttacavoli noted that the City of Miami Beach Commission approval votes are two-thirds of the members present.

Mr. Datorre asked why attendance is not addressed in the By-Laws. Dr. Hernandez-Hendrix noted that conflicts are a bigger issue than attendance.

Mr. Tell again noted from the State Statute that if the SFWIB enters into a contract with an organization or individual represented on the SFWIB, the contract must be approved by a two-thirds vote of the entire SFWIB and included a second sentance "The Board member who could benefit financially from the transaction must abstain from voting on the contract." There followed discussion as to what constitutes financial benefit.

Dr. Hernandez-Hendrix moved that the sentence "The Board member who could benefit financially from the transaction must abstain from voting on the contract." be included in Section D of the By-Laws. The motion was seconded by Regina Giles, and approved.

Dr. Nora Hernandez-Hendrix moved approval of the By-Laws to include the amended section D. The motion was seconded by Regina Giles and approved.

Mr. Tell noted that the approval was made by a majority of the voting members of the Board upon the approval of the Mayor of Miami-Dade County.

**4. B. APPROVAL OF SFWIB MEETING DATES**

Frederick Marinelli moved approval of option 2, the third Thursday of every other month at 8:00am. The motion was seconded by Roberto Datorre and approved.

Mr. Carollo notified the members that he had to leave the meeting.

Frederick Marinelli moved to approve Joe Chi as temporary Chair. The motion was seconded by William Talbert and approved.

**4. C. APPROVAL OF PROGRAM YEAR 2006-2007 CAREER CENTER ACTIONS**

There was discussion concerning the requirement of the Career Centers to do more with less.

Mr. Beasley reported that the service partners had been involved in the process, and they agreed on these numbers among themselves. He also noted that if a service partner is not successful the first quarter, the service partner would be given a chance to make up during the next quarter.

There was further discussion regarding the possibility that these actions might drive service partners to place participants in short-term less substantial training regardless of quality.

Mr. Beasley responded that the region is seeking a 70% training completion rate for those that enter into training. and resulting placements. To meet performance outcomes, SFW will work in partnership with service partners to develop service processes.

William Talbert moved approval of of Program Year 2006-2007 Career Center actions with the exception of Arbor Employment & Training. The motion was seconded by Dr. Nora Hernandez-Hendrix and approved 20-4 by roll-call vote as follows:

Member	Vote Yes	Vote No
Kathryn Abbate	✓	
Jose Acosta		

Member	Vote Yes	Vote No
Nora Hernandez-Hendrix	✓	
Barry Johnson		

Member	Vote Yes	Vote No
Bernardo Adrover	✓	
Debra Barsell		✓
Jeffrey Blacher		
Alphonso Brewster		
Mayra Buttacavoli	✓	
Frank Carollo		
Willie Carpenter		
Ray Castellanos		
Luis Cerezo		✓
Joe Chi	✓	
Kerry Clemmons		
Joseph Corradino		✓
Roberto Datorre	✓	
Bill Diggs		
Victoria DuBois		
Gilda Ferradaz		
Daniel Fils-Aime	✓	
Anne Freedman	✓	
Fred Frost		
Cynthia Gaber	✓	
Regina Giles	✓	

Member	Vote Yes	Vote No
Anne Manning	✓	
Carlos Manrique		✓
Edward Margolis	✓	
Frederick Marinelli	✓	
Jorge Millan	✓	
Andres Perez	✓	
Maria Regueiro		
William Riley		
Eduardo Rivas	✓	
Alvin Roberts		
Pedro Rodriguez		
David Rosemond		
Thomas Roth	✓	
Clyde Rucker		
Monica Russo	✓	
Ivonne Socorro	✓	
William Talbert	✓	
Thomas Talbert		
Mike Tomas		
Holly Wiedman		

William Talbert moved approval of Program Year 2006-2007 Career Center actions for Arbor Employment & Training. The motion was seconded by Roberto Datorre and approved with Carlos Manrique, and Joseph Corradino voting against the item.

**4. D. APPROVAL OF AWARD OF TANF FUNDS TO THE CITY OF MIAMI POLICE ATHLETIC LEAGUE (PAL) PROGRAM**

Mr. Manrique noted that this was not the right policy to award funds to a 501(c.)3 organization when the career center case managers are asked to take less.

Anne Manning asked whether the organization had been selected by a competitive bid. Mr. Beasley noted that the funds were carried over and the item had been brought to the last SFWIB meeting at which staff was asked to meet with other PALs in the region. He added that a competitive bid is not necessary when approving funds for a government entity such as the City of Miami.

Mr. Manrique noted that the PAL is not a government entity but a 501(c.)3 and the funds should be held until the end of the year.

Mr. Fils-Aime noted that all ethnic groups would benefit from this action.

Ms. Giles noted that funding any organization that assists youth would be a good decision.

Frederick Marinelli moved approval to waive the competitive procurement process as recommended by the Executive Director that this is in the best interest of the SFWIB, and award a contract not to exceed \$150,000 in TANF funds to the City of Miami Police Athletic League (PAL) for youth activities. The motion was seconded by Roberto Datorre and approved by 16 to 8 by roll-call vote as follows.

Member	Vote Yes	Vote No
Kathryn Abbate		✓
Jose Acosta		
Bernardo Adrover	✓	
Debra Barsell		✓
Jeffrey Blacher		
Alphonso Brewster		
Mayra Buttacavoli		✓
Frank Carollo		
Willie Carpenter		
Ray Castellanos		
Luis Cerezo		✓
Joe Chi	✓	
Kerry Clemmons		
Joseph Corradino	✓	
Roberto Datorre	✓	
Bill Diggs		
Victoria DuBois		
Gilda Ferradaz		
Daniel Fils-Aime	✓	
Anne Freedman	✓	
Fred Frost		
Cynthia Gaber	✓	
Regina Giles	✓	

Member	Vote Yes	Vote No
Nora Hernandez-Hendrix	✓	
Barry Johnson		
Anne Manning		✓
Carlos Manrique		✓
Edward Margolis	✓	
Frederick Marinelli	✓	
Jorge Millan	✓	
Andres Perez	✓	
Maria Regueiro		
William Riley		
Eduardo Rivas	✓	
Alvin Roberts		
Pedro Rodriguez		
David Rosemond		
Thomas Roth		✓
Clyde Rucker		
Monica Russo		✓
Ivonne Socorro	✓	
William Talbert	✓	
Thomas Talbert		
Mike Tomas		
Holly Wiedman		

Mr. Beasley said that quorum has been lost and items 4 E-G could be postponed to the next SFWI Board meeting.

**4. E. APPROVAL TO ACCEPT AND ALLOCATE FLORIDA *REBUILDS* FUNDS**

**4. F. APPROVAL OF INFORMAL RESOLUTION CONFERENCE RESULTS**

**4. G. APPROVAL OF APPROVED TRAINING AGENT NEW PROGRAM**

**5. A. FISCAL YEAR 2004-2005 AUDIT REPORT OF PREDECESSOR BOARD (INFORMATIONAL ITEM.)**

Mr. Beasley noted that the audit had been submitted to the members previously.

The meeting adjourned at 11:05 am.





3.

**South Florida Workforce Investment Board**

***October 19,, 2006***

**Finance Report**

The finance report for the months ending August 31, 2006, will be reviewed.

*Attachments*



5.

**South Florida Workforce Investment Board**

*October 19, 2006*

**Discussion of the SFWIB Committee Structure**

**Background**

The Board at its August 17, 2006, meeting approved its By-laws, which has subsequently been approved by the Mayor of Miami-Dade County.

The only standing committee designated in the By-laws is the Finance Committee. SFWIB will need to discuss the committee structure of the board.

# DRAFT

## SFWIB COMMITTEE STRUCTURE

1. **Executive Committee:** This Committee shall be responsible for making policy recommendations to the SFWIB on the matters assigned to it by the Chair or, in the event of a vacancy in the office of the Chair, by the Vice-Chair.
2. **Economic Development and Industry Sector Committee:** This Committee shall be responsible for making policy recommendations to the SFWIB on the matters assigned to it by the Chair or, in the event of a vacancy in the office of the Chair, by the Vice-Chair. This Committee shall develop policy recommendations to the SFWIB in the following areas:
  - a. Improvements to the responsiveness of training in Region 23 with respect to business and economic development opportunities.
  - b. Integration of federal and state workforce funding to improve training and job placements within the business community.
  - c. Identification of occupations in Region 23 which are critical to business retention, expansion and recruitment activities.

When developing the Committee's policy recommendations to the SFWIB the Committee may: consider existing labor market conditions; identify skill gaps between the needs of the business and the skills of the worker; and identify best practices which coordinate curriculum improvements with changing employer needs.

3. **Workforce System Improvement Committee:** This Committee shall be responsible for making policy recommendations to the SFWIB on the matters assigned to it by the Chair or, in the event of a vacancy in the office of the Chair, by the Vice Chair. This Committee shall develop policy recommendations to the SFWIB in the following areas:
  - a. Workforce policy and service delivery strategies for SFWIB programs, including, but not limited to, Welfare Transition, WIA, and Wagner-Peyser programs such as Food Stamp Employment and Training, Veterans, and Job Corps.

When developing the Committee's policy recommendations to the SFWIB the Committee may: review the research for best practices that will enhance and improve the SFWIB's Career Center system; review the procurement policies of the SFWIB with respect to the employment issues of Career Center customers; and obtain community input into the planning process of the SFWIB.

4. **Finance Committee:** This Committee shall be responsible for making policy recommendations to the SFWIB on the matters assigned to it by the Chair or, in the event of a vacancy in the office of the Chair, by the Vice-Chair. This Committee shall develop policy recommendations to the SFWIB with respect to the financial and budgetary oversight and monitoring responsibilities of the SFWIB, including, but not limited to, the review of SFWIB monthly financial reports and SFWIB budgets.
5. **Intergovernmental Affairs Committee:** This Committee shall be responsible for making policy recommendations to the SFWIB on the matters assigned to it by the Chair or, in the event of a vacancy in the office of the Chair, by the Vice-Chair. This Committee shall develop policy recommendations for submission to the SFWIB with respect to proposed legislative activity which may be approved by both the SFWIB and the Miami-Dade County Office of Intergovernmental Affairs. This Committee may: review the funding of workforce development programs in the Florida Legislature and federal level; review and submit proposed changes to legislation at the State and federal level to the SFWIB and, upon approval by the SFWIB, such proposed changes may thereupon be submitted by the SFWIB to the Miami-Dade County Office of Intergovernmental Affairs; and develop and submit a proposed workforce development legislative program for the state and federal level to the SFWIB and, upon approval by the SFWIB, such proposed legislative program may thereupon be submitted by the SFWIB to the Miami-Dade County Office of Intergovernmental Affairs.



6.A

South Florida Workforce Investment Board

October 19, 2006

Approval to Accept and Allocate Florida *reBuilds* Funds

**RECOMMENDATION**

Approval is recommended to authorize staff to accept and allocate Florida *reBuilds* funds as described below.

**BACKGROUND**

Florida *reBuilds* is an industry focus initiative to counter the growing shortage of construction workers within the state. Florida rebuilds provides short-term, entry-level training for entry level job seekers and advanced training for existing workers in the industry, as well as, on-the-job (OJT) training. The Agency for Workforce Innovation (AWI) was allocated \$12 million in State General Revenue funds. Workforce regions were required to submit a proposal for funding.

The South Florida Workforce Region is awarded \$500,000 for the Florida *reBuilds* program for the period July 1, 2006 – June 30, 2007, and an initial Notice of Fund Availability (NFA) for \$125,000 has been received. The funding awarded is to training and place 288 entry level trainees.

Staff recommends the funds are allocated as follows:

Project Categories	SFW Headquarter	Miami-Dade County	Monroe County	TOTALS
Administration Cost	\$ 42,800			\$ 42,800
Project Coordinator	\$ 45,000			\$ 45,000
Placement Cost (\$250 per placement)		\$ 64,800	\$ 6,000	\$ 70,800
Assessment Cost (\$50 per assessment)		\$ 13,200	\$ 1,200	\$ 14,400
Training Cost		\$ 246,840	\$ 22,440	\$ 269,280
Supportive Services		\$ 52,360	\$ 5,360	\$ 57,720
<b>TOTALS</b>	<b>\$ 87,800</b>	<b>\$ 377,200</b>	<b>\$ 35,000</b>	<b>\$ 500,000</b>

Note: Total placement per Career Center, including Transition, Inc. and the Florida Keys is 72 placements. This includes 24 placements from training and 48 direct placements in the construction industry.



**6.B**

**South Florida Workforce Investment Board**

**October 19, 2006**

**Approval of an Allocation of Funds to Miami Dade College for the Administration and Overall Program Operations of the Take Stock in Children Program (TSIC)**

## **RECOMMENDATION**

Approval is recommended to allocate an amount not to exceed \$129,542 in Temporary Assistance to Needy Families (TANF) funds to Miami Dade College for the administration and coordination of the Take Stock in Children's program operations in Region 23.

## **BACKGROUND**

Take Stock in Children is a program serving low-income, at risk students through a scholarship program for children of parents receiving Temporary Assistance for Needy Families (TANF). Eligible students can receive a scholarship to attend a post-secondary education institution, which may include either a 2 year or a 2+2 Florida Pre-Paid college/university. The program is operated by the Miami-Dade Community Partnership, which includes Miami Dade College as the fiscal agent and Dade County Public Schools as the entity responsible for program implementation.

Program components include mentoring, counseling services, retention assistance for students who may be at risk of not meeting the academic requirements for the program and workshops for parents and students. TSIC teaches students to take responsibility for their academic performance and encourages parents to be involved with their children's school and activities. Take Stock in Children has proven to be a solution to the problems of school dropout, youth crime and breaking the cycle of poverty for our neediest children.

It is recommended that the SFWIB waive the competitive procurement process as it is recommended by the Executive Director that this is in the best interest of SFWIB. A two-thirds (2/3) vote of the quorum present is required to waive the competitive procurement process and award an allocation for an amount not to exceed \$129,542 in TANF funds to Miami Dade College for the administration and coordination of the Take Stock in Children's program in the South Florida Workforce Region.



6.C

**South Florida Workforce Investment Board**

**October 19, 2006**

**Approval to Accept and Allocate  
Reemployment and Eligibility Assessment  
Funds**

**RECOMMENDATION**

Approval is recommended to authorize staff to accept and allocate Reemployment and Eligibility Assessment funds, as described below.

**BACKGROUND**

SFWIB was notified that the Region will receive \$32,000 for the REA program. In addition, there is \$49,200 in carryover REA program funds, for a total of \$81,199. The REA program assists unemployed workers find jobs through early intervention and personalized assistance with work search plans and other services through the Career Centers.

Staff is recommending the funds are allocated to the existing Career Center operators as follows:

Service Partner	Career Center	Amount
Arbor E & T, LLC	Carol City	\$6,627
Arbor E & T, LLC	Hialeah Gardens	\$6,627
Arbor E & T, LLC	Homestead	\$6,627
Arbor E & T, LLC	Northside	\$6,627
City of Hialeah	Hialeah Downtown	\$6,627
Ser Jobs for Progress, Inc.	Miami Downtown	\$6,627
Ser Jobs for Progress, Inc.	North Miami Beach	\$6,627
Unidad of Miami Beach, Inc.	Miami Beach	\$6,627
Youth Co-Op, Inc.	Little Havana	\$6,627
Youth Co-Op, Inc.	Perrine	\$6,627
Youth Co-Op, Inc.	West Dade	\$6,627
<b>Sub-Total</b>		<b>\$72,900</b>
<b>SFW Administration Cost</b>		<b>\$8,299</b>
<b>TOTAL</b>		<b>\$81,199</b>



6.D

**South Florida Workforce Investment Board**

**October 19, 2006**

**Approval of Refugee Employment and Training Services Program Allocations**

**RECOMMENDATION**

Approval is recommended for Program Year 2006-2007 Refugee Employment and Training actions, as described below.

**BACKGROUND**

At the June 23, 2006 SWIB meeting, staff was authorized to negotiate for Refugee Employment and Training (RET) Services with the Service Providers whose proposals scored 80 points and higher. Staff has negotiated with the RET Service Providers as detailed in the tables below:

SERVICE PARTNER NAME	AMOUNT AWARDED	PY'05-06 Funding Awarded
Adult Mankind Organization, Inc.	\$920,670	\$737,127
Arbor E & T, LLC*	\$2,012,278	\$178,212
City of Hialeah	\$399,760	\$293,263
Community Coalition, Inc.	\$250,318	\$244,331
Cuban American National Council, Inc.	\$938,520	\$1,124,261
Lutheran Services Florida, Inc.	\$1,420,988	\$1,314,003
Miami Dade County/Department of Human Services	\$1,433,737	\$1,271,814
Ser Jobs for Progress, Inc.	\$290,000	\$418,509
Unidad of Miami Beach, Inc.	\$125,835	\$125,835
Youth Co-Op, Inc.	\$2,312,654	\$1,830,968
Jobs for Miami	\$0.00	\$1,694,599
Little Havana Activities & Nutrition Centers	\$0.00	\$312,751
Miami Beach Latin Chamber of Commerce	\$0.00	\$104,862
Transition, Inc.	\$0.00	\$253,874
<b>TOTAL</b>	<b>\$10,104,760</b>	<b>\$9,650,535</b>



**6.E**

**South Florida Workforce Investment Board**

**October 19, 2006**

**Approval of Additional Funding for Youth Co-Op, Inc. and SER Job for Progress, Inc. Employment & Training Services for Program Year 2006-2007**

## **RECOMMENDATION**

1. Approval is recommended to allocate Workforce Investment Act (WIA) adult funding not to exceed \$243,053 to SER Jobs for Progress, Inc. to provide employment and training services in the Career Centers.
2. Approval is recommended to allocate Workforce Investment Act (WIA) youth funding not to exceed \$65,265 to Youth Co-Op, Inc. to provide employment and training services in the Career Centers.

## **BACKGROUND**

1. During the initial Career Center allocation process for Program Year 2006-2007, Career Center funding was allocated to five Career Center provider/operators. The allocation formula was based on the provider/operators Program Year 2005-2006 allocation relative to the funding reduction for SFWIB.

During Program Year 2005-2006, Career Center Provider/Operators were running out of dollars to fund individual training accounts, as well as, under expending allocated funds within their respective contracts to operate the Career Centers. In an effort to maximize available funding, staff advised all Career Center Provider/Operators that they would not be penalized if they voluntary de-obligated funding from their contracts to fund individual training accounts and supportive services. Ser Jobs for Progress, Inc volunteered to de-obligated \$276,700 to fund individual training accounts and supportive services.

It is recommended that an additional allocation of \$243,053 of WIA adult funding be approved for Ser Jobs for Progress, Inc. The funding source is based on the consideration of the partner agency and availability of funding.

2. During the initial Career Center allocation process for Program Year 2006-2007, Career Center funding was allocated to five Career Center provider/operators. The allocation formula was based on the provider/operators Program Year 2005-2006 allocation relative to the funding reduction for SFWIB.

During Program Year 2005-2006, Career Center Provider/Operators were running out of dollars to fund individual training accounts, as well as, under expending allocated funds within their respective contracts to operate the Career Centers. In an effort to maximize available funding, staff advised all Career Center Provider/Operators that they would not be penalized if they voluntary de-obligated funding from their contracts to fund individual training accounts and supportive services. Youth Co-Op, Inc. volunteered to de-obligate \$75,600 to fund individual training accounts and supportive services.

It is recommended that an additional allocation of \$75,600 of WIA Youth funding be approved for Youth Co-Op, Inc. The funding source is based on the consideration of the partner agency and availability of funding.





**6.F**

**South Florida Workforce Investment Board**

**October 19, 2006**

**Approval of Granting Staff the Authority to Draft and Release a Refugee Employment and Training Services RFP for Specified Geographic Areas**

**RECOMMENDATION**

Approval is recommended to grant staff the authority to draft and release a Refugee Employment and Training Services (RET) RFP for specified geographic locations within Miami-Dade County for an amount not to exceed \$284,885, as described below.

**BACKGROUND**

At the June 23, 2006 SWIB meeting, staff was authorized to negotiate for RET Services with the Service Partners whose proposals scored 80 points and higher.

After careful assessment, staff has identified two areas within Miami-Dade County which were traditionally served under the RET program and now are being underserved. These areas are sections of Little Havana and Miami Beach.

In order to better serve the refugee population within sections of the Little Havana and Miami Beach geographic areas, staff is requesting authority to draft and release a Refugee Employment and Training Services RFP for these specified geographic area.

Total amount allocated to perform services of the PY06/07 Refugee Employment and Training program is \$10,389,645.00. The amount awarded is \$10,104,760 and the remaining funds for allocation are \$284, 885.



**6.G**

**South Florida Workforce Investment Board**

**October 19, 2006**

**Approval of Informal Resolution Conference Results**

**RECOMMENDATION**

Approval is recommended for the results of the Informal Resolution Conferences described below.

**BACKGROUND**

The SFWIB Appeal Rules require Service Providers not awarded funding an opportunity to appeal funding decisions. The first level of the appeal process is the required Informal Resolution Conference. Any resolution resulting from an Informal Resolution Conference must be approved by SFWIB in order to be effective. In the event the SFWIB does not approve the proposed informal resolution, then the agency's appeal shall be heard by the Appeal Panel.

The following Informal Resolution Conferences were held and require action by the Board.

Organization	Results	Recommendation
James E. Scott Community Association, Inc. (JESCA)	The panel upheld the non-funding recommendation. JESCA's proposal did not fully comply with the RFP to receive a score which would enable SFWIB to contract with JESCA. JESCA elected not to appeal further.	Recommend Approval
Trinity Church	The panel upheld the non-funding recommendation. The submitted proposal was not rated as high as other proposals based on budgetary and programmatic information. Trinity did not provide sufficient documentation to reverse the scores received. Trinity elected not to appeal further.	Recommend Approval
Florida National College	The panel upheld the non-funding recommendation. The proposal submitted was not rated as high as other proposals based on programmatic information. Florida National College did not provide sufficient information to reverse the scores received. Florida National College elected not to appeal further.	Recommend Approval
Little Havana Activities and Nutrition Centers of Dade County	The panel decided that a letter be sent to identify programmatic requirements that LHAC will need to satisfy for funding. If LHAC satisfied the programmatic requirements, the SFWIB Informal Resolution Panel would recommend to the Board that funding be awarded to LHAC.  On September 18, 2006 LHAC submitted a letter declining funding for RET program.	Recommend approval of initial non-funding recommendation.

Status Update:

Organization	Results	Status
Greater Miami Service Corp	The panel decided that a letter be sent to identify financial and organization requirements that GMSC will need to satisfy for funding. If GMSC satisfied the financial and organizational requirements, the SFWIB Informal Resolution Panel would recommend to the Board that funding be awarded to GMSC.	Pending receipt of additional documents that were requested



**6.H**

**South Florida Workforce Investment Board**

**October 19, 2006**

**Approval of Approved Training Agents New Programs**

**RECOMMENDATION**

Approval is recommended for new training programs for approved existing Region 23's Training Agents, as set forth below and in the attached Table.

**BACKGROUND**

Workforce Florida, Inc. and the Agency for Workforce Innovation (AWI) allow each Workforce Region to determine the Region's approved Training Agents based upon each Region's criteria. The local procedure currently in place, permits training institutions to request approval to become training agents for ITAs and for current training agents to request the addition of new training programs or facilities.

For those existing approved Training Agents requesting new training programs, this process requires staff to review programmatic capabilities. Upon approval by SFWIB, the recommendations are entered into the State of Florida Eligible Training Provider List (ETPL).

Table 1 details the requests reviewed by staff and staff recommendations.

*Attachment*

Table 1

Training Institution	Proposed Training Program or Facility	Comments
Florida National College	New Programs: A.S. Degrees 1. Computer Information Technology 2. Diagnostic Medical Sonography Technology 3. Networking Systems Administrator  Certificate/Diploma Programs 1. Auto-CAD 2. Basic X-Ray Operator 3. Obstetric-Gynecology/Medical Sonographer 4. Practical Nursing	Programmatic review of all programs requested was conducted and all programs met requirements. <b>Programs are being recommended for approval.</b>
SABER, Inc	New Programs: 1. Practical Nursing	Programmatic review of the program requested was conducted and met requirements. <b>Program is being recommended for approval.</b>
Technical Career Institute	New Programs: Occupational Associates Degree (OAD): 1. Computer & Networking Technology 2. Medical Assistant  Certificate/Diploma Programs: 1. Computer Support Technician	Programmatic review of all programs requested was conducted and all programs met requirements. <b>Programs are being recommended for approval</b>



*6.I*

**South Florida Workforce Investment Board**

*October 19, 2006*

**Approval to Revoke and Cancel in Whole the Request for Qualifications (RFQ) for the Procurement of Mystery Shopper Services**

**RECOMMENDATION**

Approval is recommended to revoke and cancel in whole the Request for Qualifications (RFQ) to procure Mystery Shopper Services.

**BACKGROUND**

At the March 31, 2006 SFWIB meeting, staff was authorized to draft and release a Request for Qualifications (RFQ) to procure Mystery Shopper Services. On April 24, 2006, a Request for Qualifications (RFQ) was released to the community and by the due date of May 15, 2006, three (3) agencies responded to the Mystery Shopper solicitation as shown in the attached Table.

The proposals were reviewed based on the criteria detailed in the RFQ and at a publicly noticed Proposal Review Session, conducted in the sunshine on May 22, 2006; the reviewers provided their scoring per respondent.

Due to the funding cuts, staff has not requested authorization to negotiate with the highest scoring agency. Based on reduced funding, staff is recommending the Board to revoke and cancel in whole the RFQ for Mystery Shopper Services.



**6.J**

**South Florida Workforce Investment Board**

**October 19, 2006**

**Approval to Rescind City of Miami Police Athletic League (PAL) Board Action**

**RECOMMENDATION**

Approval is recommended to rescind the August 17, 2006, City of Miami Police Athletic League Board action.

**BACKGROUND**

Through an inadvertent statement of fact the recommendation for the waiver of the competitive procurement was made at the August 17, 2006 Board meeting. Staff was under the mistaken fact that the grant recipient was to be the City of Miami, but was in fact the Miami Police Athletic League.

Upon further consideration, the Executive Director is recommending that the SFWIB not waive the competitive procurement process, since it is not in the best interest of the SFWIB.

Therefore, it is recommended that the Board reverse and rescind its August 17, 2006 City of Miami Police Athletic League action.



**6.K**

**South Florida Workforce Investment Board**

***October 19, 2006***

**Approval of Granting Staff the Authority to Draft and Release a Request for Proposal for Youth Crime Prevention and Career Exploration**

**RECOMMENDATION**

Approval is recommended to authorize staff the authority to draft and release a Request for Proposal (RFP) for a competitive procurement process to provide services to at-risk youth through an award of WIA Youth funds not to exceed \$400,000.

**BACKGROUND**

Due to the increasing youth crime rate in Miami-Dade County, staff is proposing to fund a crime prevention initiative aimed at at-risk youth to include educational, employability and social service activities. These activities will focus primarily on preparing at-risk youth for positive engagement in pro-social activities, pre-employability skills leading to long-term employment. This initiative will provide a unique opportunity for local communities to address the needs of at-risk youth through an array of services offered through the workforce investment system.

Staff is requesting authority to draft and release a solicitation for a competitive procurement process for an award of WIA Youth dollars not to exceed \$400,000.



**6.L**

**South Florida Workforce Investment Board**

**October 19, 2006**

**Approval of SFWIB Nondiscrimination and Equal Opportunity Policy**

**RECOMMENDATION**

Approval is recommended for the attached SFWIB Nondiscrimination and Equal Opportunity Policy.

**BACKGROUND**

The predecessor regional board at its November 29, 2005, Board meeting approved an SFW Nondiscrimination and Equal Opportunity Policy.

The purpose of the attached is to ensure awareness and understanding of the disability nondiscrimination and equal opportunity requirements for all Workforce Investment Act (WIA) Title financially assisted programs. The policy has been revised to include the additions of the following sections (pages 2 – 4) for SFWIB contractors:

1. Non-Discrimination and Equal Opportunity
2. Grievance Procedure
3. Persons with Disabilities and Accessibility of Facilities

*Attachment*





## POLICY TRANSMITTAL

<b>SUBJECT:</b>	Nondiscrimination and Equal Opportunity	Procedural/Guidance No.: <b>PY2006-07 # 3</b>
<b>APPLIES TO:</b>	All Contracted Service Partners	Effective Date: Immediately
		Revised Date: 09/14/06
		Expiration Date: Indefinite
<b>REFERENCE:</b>	Local Policy	

**OBJECTIVE**

Ensure awareness and understanding of the disability nondiscrimination and equal opportunity requirements as specified in Section 188 of the Workforce Investment Act of 1998 (WIA) and its implementing regulations for all Title I financially assisted programs.

**BACKGROUND**

The South Florida Workforce Investment Board (SFWIB) is committed to the prevention of discrimination in employment, services to the public, public accommodations, and communication in all programs receiving federal financial assistance. SFWIB hires employees and provides services without discrimination on the basis of race, color, religion, gender, sexual orientation, age, national origin, disability, political affiliation or belief, and for beneficiaries only, citizenship or status as a lawfully admitted immigrant authorized to work in the United States, or on the basis of his or her participation in any WIA Title I financially assisted program or activity.

**PROCEDURES**

SFWIB assures that all recipients of federal financial assistance under WIA, including program and service partners, do not discriminate in any of the following: deciding who will be admitted, or have access to, any WIA Title I financially assisted program or activity; or making employment decision in the administration of, or in connection with, such a program or activity. SFWIB assures that it is providing equal opportunity in employment to qualified individuals with disabilities, including promotional opportunities and training, using reasonable accommodations when necessary. SFWIB also ensures that qualified individuals with a disability have full and equal access to the services provided by the service partners and will assist all offices, programs or entities under WIA to achieve and maintain both program and physical accessibility.

Revision No.: NA	Supersedes: PT #6 PY05-06	Issued by: Rick Beasley, Executive Director Contact: Frank Batista, E.O. Officer/Disability Services Coordinator
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In order to provide a conducive and effective environment for all employees and job seekers, SFWIB strives to maintain an atmosphere free from discrimination and retaliation. Toward this end, SFWIB ensures employees, job seekers and partners they will be kept informed about discrimination issues and incidents will be reported and investigated promptly. SFWIB's written complaint and grievances procedures address both, state and federally mandated requirements for complaint resolution.

SFWIB requires the following of its contractors:

**A. NON-DISCRIMINATION AND EQUAL OPPORTUNITY**

As a condition of the award of financial assistance from the Department of Labor under Title I of the Workforce Investment Act of 1998, the Contractor assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief , and against beneficiaries on the basis of either citizenship/status as a lawful admitted immigrant authorized to work in the United States or participation in any WIA Title I – financially assisted program or activity;
2. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination against qualified individuals from participating or receiving benefits in any Federal Assisted Programs on the basis of race, color, or national origin.
3. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities.
4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age
5. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The Contractor also assures that Contractor will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to Contractor's operation of the WIA Title I – financially assisted program or activity and to all agreements the Contractor makes to carry out the WIA Title I – financially assisted program or activity. The Contractor understands the United States has the right to seek judicial enforcement of this assurance.

<b>Revision No.: NA</b>	<b>Supersedes: PT #6 PY05-06</b>	<b>Issued by: Rick Beasley, Executive Director Contact: Frank Batista, E.O. Officer/Disability Services Coordinator</b>
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## **B. GRIEVANCE PROCEDURES**

### **1. SFWIB's Grievance Procedures**

The Contractor agrees to comply with SFWIB's grievance procedures with respect to non-criminal grievances in connection with Workforce Investment Act of 1998 and Welfare Transition programs funded by SFWIB. A complaint of discrimination shall be filed and processed in accordance with the State of Florida's Complaint of Discrimination procedures.

### **2. Participant Access to Grievance Procedures**

Welfare Transition and WIA program participants shall be afforded access to SFWIB's Grievance Procedures for resolution of any formal grievance lodged by a participant for activities in the programs funded by this Contract. The Contractor agrees to be bound by any decision arrived at as a result of participating in the procedure. The final resolution of the grievance shall be accomplished within sixty (60) days of the filing of the formal grievance. The Contractor agrees to cooperate with SFWIB in complying with the sixty (60) day deadline to resolve a participant's grievance. Grievances or hearings related to the granting of Hardship Exemptions for Welfare Transition shall be processed in accordance with the Granting of Hardship Exemptions Policy approved by the State of Florida.

## **C. PERSONS WITH DISABILITIES AND ACCESSIBILITY OF FACILITIES**

The Contractor shall conduct all activities under the pertinent Contract in accordance with the Americans with Disabilities (ADA) Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964 as amended, and the regulations promulgated under such Acts, with respect to the disabled.

The Contractor shall designate a Disability Services Coordinator to establish and implement internal procedures to ensure that Contractor and operational staff are knowledgeable about and comply with the disability-related requirements of WIA, Section 188; Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990. The Contractor's staff shall be thoroughly trained in providing services to individuals with disabilities as it pertains to customer service, reasonable accommodations, and etiquette.

<b>Revision No.: NA</b>	<b>Supersedes: PT #6 PY05-06</b>	<b>Issued by: Rick Beasley, Executive Director Contact: Frank Batista, E.O. Officer/Disability Services Coordinator</b>
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The Contractor shall assure that programs and activities under the pertinent Contract are accessible to individuals with a disability without discrimination, including:

1. Making reasonable accommodation for an individual's disability;
2. Providing services in the most integrated setting appropriate to the needs of individuals with a disability;
3. Providing auxiliary aids for the vision and hearing impaired during recruitment, referral, and assessment of prospective program participants; and
4. Having resource materials available in alternate formats.

The Contractor shall ensure that the physical facilities utilized under the pertinent Contract are accessible at all times to individuals with a disability; in accordance with the applicable standards of the State of Florida as set forth in "AWI/Office of Civil Rights Facility Accessibility checklist" or shall submit to SFWIB an alternate plan to achieve physical accessibility to individuals with disabilities provided services under the pertinent Contract with SFWIB.

<b>Revision No.: NA</b>	<b>Supersedes: PT #6 PY05-06</b>	<b>Issued by: Rick Beasley, Executive Director Contact: Frank Batista, E.O. Officer/Disability Services Coordinator</b>
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